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Minutes

Council on Academic Affairs

1971

January 28, 1971

Committee on Academic Affairs

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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

January 28, 1971

The Council on Academic Affairs held a meeting at 10:00 a.m. in Room 128, Booth Library.

Members present: Mr. Buckellew, Mrs. Howell, Mr. Keppler, Mr. Lahey, Mr. Lindberg, Mr. Pranske, Mr. Rooke, Miss Soderberg, Mr. Taber, Mr. T. Weidner, and Mr. Moody, ex officio member. Absent: Mr. R. Weidner.

I. Minutes of January 21.

The minutes were corrected to show (1) on page 1 the addition of Communication No. 7 - From the School of Music - Request to review the requirements concerning credit and contact hours for workshops - Agenda No. 71-7 - Jan. 19; and (2) on page 3 the addition of Agenda Items 71-6 and 71-7. With these corrections the minutes were approved as published.

II. Communications.

1. From Vice President Moody - Copy of a memo from Dr. Kofoid concerning Agenda Item 71-7 - Jan. 22.
2. From Vice President Moody - Memo concerning Agenda Item 71-7 - Jan. 25.
3. From Dean Taber - Additional information (test data of other Illinois institutions) concerning Agenda Item 70-109 - Jan. 22.
4. From School of Home Economics - Proposed new course, Home Ec. 371, Field Experience & Practicum, Cont'd. - Agenda Item 71-8) - Jan. 22.
5. From Vice President Moody - Report that English 299, Prosody has been deleted as of the end of Spring Quarter 1971 - Jan. 28.
6. From Botany Department - Request that the prerequisite for Bot. 336 be changed to: 12 qtr.hrs. in biological sciences - Jan. 28. (referred to Vice President Moody for action)

III. Reconsideration to Add Zoo. 336 to List of Courses Approved to Meet Distribution Requirements - (Agenda Item 71-3).

Mr. T. Weidner moved and Mr. Rooke seconded the motion to deny the request to allow Zoo. 336 to meet the general distribution requirements. The motion carried with the following votes:

Yes - Buckellew, Keppler, Lahey, Lindberg, Pranske, Rooke,
Soderberg, Taber, T. Weidner

Abstain - Howell

IV. New Course, English 452, Studies in Black Literature - (Agenda Item 71-4).

By consensus action was withheld on this agenda item pending some additional information.

V. Revision of Dietetics Major for B. S. in Home Ec. - (Agenda Item 71-6).

Mr. Rooke moved and Miss Soderberg seconded the motion to approve the request to delete Zoo. 349 from the requirements for the Dietetics Major for the B. S. in Home Economics, to become effective immediately. The motion carried unanimously.

VI. Requirements for Workshops - (Agenda Item 71-7).

Mr. Lahey moved and Mrs. Howell seconded the motion to approve a modification in the requirements for workshops, to become effective Summer 1971. The motion carried unanimously.

This action changes the chart appearing on page 94 of the 1970 catalog to the following:

<u>Quarter Hours</u>	<u>Minimum Contact Hrs.</u>	<u>Minimum Class Days</u>
1	10	5
2	20	8
3	30	10
4	40	14

The meeting adjourned at 11:00 a.m.

Mary C. McElwee
Recording Secretary

* * * * *

ANNOUNCEMENT OF MEETING
Room 128, Booth Library
February 4, 1971 - 10:00 a.m.

Agenda:

- 70-53. Credit for courses for students withdrawing due to active military duty.
- 70-109. Proposal to require a combination of H.S. rank and standard ACT composite score for admission.
- 71-4. New course, Eng. 452, Studies in Black Literature.
- 71-8. New course, Home Ec. 371, Field Experience & Practicum, Cont'd.

PLEASE READ AND ANSWER

EASTERN ILLINOIS UNIVERSITY

Provost and Vice President for Academic Affairs

To: Members, CAA

Date: 28 January 1971

ACTION TAKEN BY EXECUTIVE OFFICER ON PROPOSALS
SINCE 21 JANUARY 1970

Deletion of English 299: Prosody

Request from Department of English, Curriculum Committee L & S.
Course has had insufficient enrollment last two times offered. No
current staff member particularly qualified to teach the course.

dw

*This is No. 1, for your list of
approvals!*

71-5

EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois 61920

DATE: 14 January 1971

TO: Dr. Moody, Vice President for Instruction
FROM: Curriculum Committee, College of Letters and Science
THROUGH: Dean, College of Letters and Science

PROPOSAL


FROM: English Department
AGENDA NUMBER: 70-66
DATE OF PROPOSAL: 9 December 1970
DATE RECEIVED: 10 December 1970
SUBJECT: Drop from the catalog English 299: Prosody

DATE(S) CONSIDERED: 17 December 1970

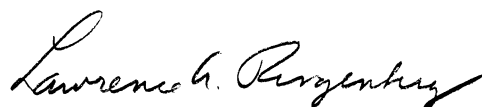
ACTION: It is recommended that this proposal be accepted. 17 December 1970

RECORD OF ACTION: Minutes of meeting 17 December 1970

For the Committee:


Michael Goodrich
Chairman

Recommend Approval:


Lawrence A. Ringenberg
Dean, College of Letters and
Science

dsh

To: Council on Academic Affairs

9 December 1970

Via: Curriculum Committee, College of Letters and Science

From: Department of English

Subject: Proposal to drop course

The Department of English, in a formal vote on 9 December 1970, proposes to drop from the catalog the course English 299: Prosody

The course has been offered twice without sufficient takers to justify teaching it. The instructor who designed the course and who would have taught it has resigned from the faculty, and no current staff member is particularly qualified for such a course.

APPROVED BY

CURRICULUM COMMITTEE,

COLLEGE OF LETTERS AND SCIENCE

DATE: DEC 17 1970

CHAIRMAN:



M E M O R A N D U M

To: Dr. Bill Keppler, Chairman
Council on Academic Affairs

From: Dr. Mary Ruth Swope, Dean *MRS.*
School of Home Economics

Subject: Zoology 336

Date: December 23, 1970

Under the date of December 18, 1970 a letter from Dr. Sam Taber informs me that it will no longer be possible for Zoology 336 to be approved on a waiver basis for fulfillment of the distribution requirements in the biological sciences. When your Council, under the date of November 12, 1970 did not approve my request for Zoology 336 to appear on the distribution requirements, I did not appeal on the basis that in the past it had been possible for this course to be approved on a waiver basis.

Dr. Taber goes on to say that he had hoped it would be added to the approved list of courses "... because so many students want to take it." I am, therefore, writing to ask that the CAA reconsider this matter and make it possible for home economics education students, as well as others, to profit from this course and also to count it in the distribution requirements.

May I remind you that our purpose in requesting approval of Zoology 336 in the Home Economics Education major in the first place was to strengthen the background of knowledge of a person being trained to work in the area of child development. Our students who have taken Zoology 336 in the past as an elective have found it most worthwhile; concepts were presented that helped them to better understand nutritional anomalies and other genetic problems being widely discussed today.

Since you are the instructor of Zoology 336, it may be embarrassing for you to be put in the position of having to act upon my request for reconsideration of this matter. If so, I am sorry. For the good of our home economics students, however, I feel compelled to ask that this matter be again brought before your Council.

If you desire additional information, please feel free to phone or write,

Thank you.

Received 7 Jan 71
WJK.

Dr. Riegel agrees that the prerequisite for
Zoo 336 could be changed to "12 hours
in Zoology."

MEMORANDUM

TO: Vice President Moody

January 20, 1971

SUBJECT: CAA Agenda Item 71-3


Some weeks ago Dr. Swope called me on the phone to discuss the possibility of using Zoology 336 as part of the distribution requirements in some home ec curriculum. She wanted me to send such a proposal to the CAA but after some consideration I wrote her a memo saying that she would have to propose this.

In the crush of administrative detail I somehow overlooked the disposition of her request as reported on page 7 of the Council minutes for November 19. I did see the note concerning her communication in the minutes of November 12 however, but thought that the brief notice must have omitted reference to specific home economics curricula.

It was my impression in talking to Dean Swope on the phone that she wanted to use 336 in some sort of child development curriculum, and I still think such a use would be ok if the students meet the prerequisites of the course. However I do not think it would be wise to put a "Life Science 100, Zoology 101, Zoology 336" series in the catalog as it would attract people who would pay no attention to the junior standing prerequisite if they lacked the 24 quarter hours of biological science which they really need for an understanding of this difficult course.

In short, I oppose adding 336 as part of a sequence for general distribution requirements. I do not oppose it in certain restricted curricula where it would really be helpful to the student such as in home ec and possibly in a psychology major. In fact I have signed waivers (which I believe were granted) for a limited number of psychology majors who have wanted to substitute 336 for Zoology 212 or 225 in the distribution requirements.

Perhaps the best way to handle this would be for any home ec major with a concentration in child development to use a waiver form.


Garland T. Riegel, Head
Department of Zoology

GTR/smr

M E M O R A N D U M

To: Dr. Bill Keppler, Chairman
Council on Academic Affairs

From: Dr. Mary Ruth Swope, Dean *M.R.S.*
School of Home Economics

Subject: A Change in the Dietetics Curriculum

Date: January 15, 1971

Attached is a xeroxed copy of a letter from the American Dietetics Association which is self-explanatory. It states that a dietetics major from Eastern Illinois University will no longer be required to take Human Physiology 349 to meet the requirements of ADA. The faculty of the School of Home Economics, therefore, requests that we be permitted to drop this requirement from the Dietetics major as it appears on page 160 of the 1970 catalog.

Thank you very much for this courtesy.

Received 1/12/71

WRS

71-6
Carried
unanimously
to become
effective
immediately
1-21-71



THE AMERICAN DIETETIC ASSOCIATION

620 NORTH MICHIGAN AVENUE, CHICAGO, ILLINOIS 60611

TELEPHONE: 312/664-0443

January 11, 1971

Dr. Mary Ruth Swope
Dean of the School of Home Economics
Eastern Illinois University
Charleston, Illinois 61920

Dear Dr. Swope:

In accordance with our telephone conversation this afternoon, January 11, 1971, I am writing to confirm that we would agree to accept a minimum of 2/3 semester hour of the credit for the Zoology course 101, which your students will have had.

This will be used to apply toward the credit in Human Physiology, which they need under the Core. They present 2-2/3 semester hours in Human Physiology 348, 2-2/3 semester hours in Bacteriology 234, which totals 5-1/3 semester hours. The Zoology will bring the required total to 6 semester hours.

A note may be attached to the evaluation of the transcript that we have made here in the office to this effect.

Sincerely yours,

A handwritten signature in cursive script, reading "Dorothy J. Bates".

Dorothy J. Bates
Director, Membership Department

DJB:ds

* These are calculated
in units of hours.

WJR

77-7

EASTERN ILLINOIS UNIVERSITY

Provost and Vice President for Academic Affairs

To: Members, CAA

Date: 25 January 1971

cc: President Doudna

Please see the attached from Dr. Kofoed. Dean Hare has also presented a proposal on the same subject, and the School of HPE & R is planning some summer workshops which would relate to this subject.

The original proposal to CAA in June 1968 was to allow credit as follows in workshops.

Classes will not meet more than five days each week. Credit may be awarded for each course on the following criteria.

<u>Qtr. Hrs.</u>	<u>Minimum Contact Hrs.</u>	<u>Minimum Class Days</u>
1	10-12	4 5
2	20-22	7 8
3	30-32	10 10
4	40-42	13 14

Because of the necessity to make workshop decisions soon I request earliest possible CAA reconsideration of this item.

Handwritten signature: Moody

m
enc

EASTERN ILLINOIS UNIVERSITY

CHARLESTON, ILLINOIS 61920

581-2524

FACULTY OF EDUCATION

OFFICE OF ASST. DEAN FOR ADMINISTRATION

MEMORANDUM

To: Dr. Peter Moody, Vice-President

From: Charles Kofoed, Assistant Dean
Faculty of Education

Date: January 22, 1971

The request for a summer workshop in the Department of Administration and Supervision (Education 549, School Community Relations) has not been fully approved by your office. I was informed by Mr. Hackler that the reason for non-approval is that the suggested three credit hours does not meet the requirements listed on page 94 of the 1970 General Catalog. More specifically, as planned, the workshop would meet ten class days instead of the eleven class days as specified.

I submit for your consideration the fact that there was no attempt to purposely circumvent the rules and regulations. The offering of a three credit hour class in a two week period has been done by the department in the past and it was assumed that this practice could be continued. The department also has exceeded the number of contact hours suggested for three hours of credit. The fact is that this workshop, as presently planned, will meet for three hours in the morning and for two hours in the afternoon each of the ten days.

We respectfully request that special consideration be given to our need to meet the special needs of area administrators in offering this three hour workshop for the two week period.

Pursuant to our conversation of Friday, January 22, 1971, I would also like to suggest the following guidelines for consideration by the Council on Academic Affairs.

Quarter Hours	Contact Hours	Minimum Daily Class Hours	Minimum Class Days
1	10 - 12	2	5
2	22 - 24	3	8
3	38 - 40	4	10
4	54 - 56	4	14

My reasoning for suggesting the additional contact hours is that I view a workshop as a hybrid somewhere between a non-laboratory and a laboratory course.

sj

cc: Dr. Merigis
Dr. R. Shuff
Mr. Hackler

EASTERN ILLINOIS UNIVERSITY
School of Music

To: Council on Academic Affairs

Date: January 19, 1971

From: J. Robert Pence

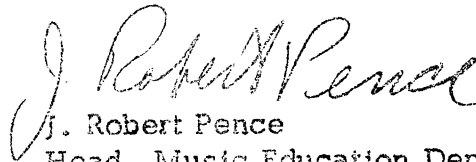
Subject: Minimum Criteria for Workshops

It is requested that the CAA reduce the required minimum class days for workshops receiving two or three quarter hours credit from 11 to 10 (page 94, 1970 General Catalog). Reasons for the request include the following:

1. The 11 days minimum seems inconsistent when compared with five days for one quarter hour credit and 14 days for four quarter hours credit.
2. Our experience with summer workshops has indicated that teachers in the field will attend for one or two weeks, but tend to resist longer periods. For the past several summers we have conducted several successful workshops of two weeks duration, meeting for two and one-half to three hours per day. Participants have told us they could or would not attend a longer workshop.
3. The 11 day minimum would require two five day weeks and one day in a third week (perhaps the preceeding Friday or following Monday) thereby including the expense of an extra weekend both for the participants and the instructor, who often is a visiting instructor employed just for the workshop.
4. Since most workshops are rather restricted affairs, in which quite concentrated effort is directed toward a particular topic or concept, the extension of this effort to one isolated day seems unnecessary.

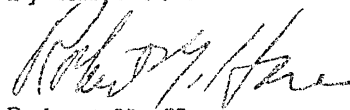
January 19, 1971

Please understand this request in no way implies a reduction in the contact hours as listed in the catalog requirements.

A handwritten signature in cursive script that reads "J. Robert Pence".

J. Robert Pence
Head, Music Education Department

The above recommendations are approved by the Dean of the School of Music.

A handwritten signature in cursive script that reads "Robert Y. Hare".

Robert Y. Hare
Dean, School of Music